



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

Colorado Division of Real Estate

1560 Broadway, Suite 925, Denver, CO 80202

(303) 894-2166, dora_realestate_website@state.co.us

Addendum to Application for Colorado Community Association Manager's License

In compliance with Title 12, Article 61, Part 10, C.R.S., I hereby supplement my application for a Community Association Manager's license as indicated below:

Section 1. Personal Information

First Name	M.I.	Last Name	Maiden Name	
Email Address			SSN (required, 24-34-107 C.R.S.)	
Date of Birth	Place of Birth			
Physical Address		City	State	Zip Code
Home Phone	Mobile Phone			
Mailing Address (if different from above)		City	State	Zip Code

Section 2. Instructions

This application and the supplemental information described in this form are required to be submitted in conjunction with your license application if you answered "yes" to any of the questions in section 4 of the Application for a Colorado Community Association Manager's License concerning prior criminal charges and/or pleas.

The Director is authorized by law to require and procure any such proof as is necessary in reference to the truthfulness, honesty and good moral character of any applicant for a community association manager's license. The law requires that no person shall be granted a license until such person establishes compliance with the provisions concerning truthfulness, honesty and otherwise good moral character. In addition, license law requires that licensees be competent to transact the business of a community association manager in such a manner as to safeguard the interest of the public. Only after satisfactory proof of such qualifications will a license be granted. In determining such person's character, the Director shall be governed by the provisions of section 24-5-101, C.R.S.

If you have any questions that are not answered in this form, please contact the Division of Real Estate at (303) 894-2166.

Section 3. Required Documents

In order to process your application, the following information concerning the criminal incident(s) described on your community association manager application must be submitted for review by the Division director so that they may make the determinations required by law. What follows is a general description of the documentation required to complete your application. Additional documents or statements may be required subsequent to staff review. This addendum must be accompanied by the following:

1. **Court Documents:** Computer printouts are not acceptable. Please obtain actual court documents with signatures. In most criminal cases, the county in which the violation occurred will also be the location of the court that you will need to contact. These records are public and are contained in a central file of cases. You will need to ask the court clerk how you can arrange to have copies made of your case file. It is your responsibility to contact the appropriate court, police department, probation office or other agency to obtain the required letters, statements or other documents. If the court or police inform you that the documents are no longer available, you will need to obtain a written statement of confirmation to that effect from the appropriate party. The court documents include but may not be limited to:
 - a. **Original Charging Document:** This document sets forth the specific violations (often referred to as "counts") under which you were charged. Depending on the jurisdiction, this document may be captioned as a Complaint, Information, Complaint and Information, Criminal Complaint, Summons and Complaint, Indictment or other designation.
 - b. **Police Officer's Report:** If a police report or arrest affidavit remains part of the Court's criminal case file, please include a copy of that report with your application materials. Otherwise, the arresting, ticketing or charging agency will have a report on the incidences and factual matters related to filing of charges. This report will usually be found at the office of the arresting or ticketing law enforcement agency (police department, sheriff's office, etc.). **If the police report is not a part of your court records, you must contact the appropriate agency to obtain a copy.**
 - c. **Amended Charges:** If the original charge or charges were thereafter amended, also provide a copy of the amending document.
 - d. **Judgment or Sentence Order:** This document shows the specific charge to which you pled or were otherwise adjudged guilty, as well as the Court's terms of sentencing.
 - e. **Terms and Conditions of Probation:** In some cases, if probation is included as part of the Court's Sentence Order, the Court will issue a separate document setting forth the specified terms and conditions of probation.
 - i. **Successful Completion of Probation:** If a Court-ordered term of probation has been successfully completed, provide a copy of the Court's order of termination of probation or, in the alternative, a letter of verification from the respective probation department.
 - ii. **Probation in Progress:** If the Court-ordered term of probation remains in progress, provide a letter from your probation officer indicating the current status of your probation.
 - iii. **Probation Revocation Documents:** If the Court-ordered term of probation was ever revoked, provide a copy of the underlying Complaint for Revocation of Probation, as well as the Court's revised Sentence Order.
 - f. **Deferred Judgment:** If the Court's original Sentence Order provided for a Deferred Judgment/Sentence, and such has been successfully completed, provide a copy of the Court's order to withdraw the original guilty plea.
2. **Written Statements:** You must submit a written statement that relates the following information:
 - a. A description of the factual events and the actions that led to the charges being filed against you.
 - b. An explanation, from your perspective, of the circumstances, reasons or situations that contributed to charges being filed against you. This includes any information or explanation that you believe mitigates or lessens the severity of your actions or the charges.
 - c. A description of any changes, events or accomplishments that illustrate rehabilitation and that you are truthful, honest and a person of good moral character. This could include having met the court's terms of sentence such as: having made restitution, completing probation or completing

community service. Your statement should also include a description of any of the following: voluntary involvement in community, public or privately sponsored programs or activities of benefit to the community, new and different social and business relationships, stability of family and financial matters, enrollment in or completion of education or vocational training, involvement in training or counseling for the purpose of self-improvement or advancement, substance abstinence and/or abuse programs, intervention programs, therapy, self-realization, awareness and personal growth and/or any other information you believe is illustrative of changes of attitude, circumstances and environment that may have contributed to having the charges filed against you. This is your opportunity to illustrate to the director that you have been rehabilitated and that you are truthful, honest, and a person of good moral character.

- d. Your statement must include your signature and also conclude with the statement "I have no other violations either past or pending", if that is true in your case.

3. Designated Manager's Written Statement:

- a. You must include a signed written statement from the responsible broker that indicates that s/he understands the exact nature of the violation(s) and that s/he is willing to employ and supervise you. One way for the designated manager to become familiar with the issues is by having him/her review your personal statement and the court documents. Your designated manager should include what specific special supervision s/he feels is appropriate in your case. Your broker may include any additional information or comments relative to your character, truthfulness and honesty known by the designated manager.

4. Letters of Recommendation:

- a. Include written statements from others. Examples include past and present employers, past and present co-workers, probation officers, court officers, public officials, clergy, business and industry leaders, family and friends. These letters, while not required, are an indication to the Division that others in the community are confident that you are rehabilitated and are able to handle the responsibility and trust that comes with the professional license you are seeking. Letters submitted on your behalf should identify the writer's relationship to you **and indicate the writer's knowledge of your past violation or conviction** and your subsequent rehabilitation, honesty, truthfulness and good character.
- b. If applicable, written statements or other evidence from medical, psychological or other professionals who are competent to address conditions existing either at the time of the underlying conduct or presently.

5. Personal/Employment History: Please complete the information below and detail your employment history for at least the past five years. Be sure to indicate your current and recent employment activity. All of the information regarding names of employers, dates of employment, supervisor's names, addresses, and telephone numbers and your duties and responsibilities should be completed. If a student, include dates and school attended. If unemployed, please include dates.

Section 4: Personal History

Education:

Highest Level of Education _____

Certificate/Degree/Major _____

Name of High School/College _____

Personal Narrative:

Include any other information that you would like the Division to know about your personal history. Use additional sheets if necessary:

Employment History:

Please list your work history for at least the past 5 years, including part-time, temporary, volunteer work and periods of unemployment. List jobs in reverse, beginning with your present or most recent job. Attach additional pages if necessary.

Employer: _____ Title: _____ Dates: _____ to _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____
Your Duties: _____

Reason for Leaving: _____

Employer: _____ Title: _____ Dates: _____ to _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____
Your Duties: _____

Reason for Leaving: _____

Employment History (cont.):

Employer: _____	Title: _____	Dates: _____ to _____
Employer's Address: _____		
Supervisor's Name: _____	Phone: _____	
Your Duties: _____ _____ _____		
Reason for Leaving: _____ _____ _____		

Employer: _____	Title: _____	Dates: _____ to _____
Employer's Address: _____		
Supervisor's Name: _____	Phone: _____	
Your Duties: _____ _____ _____		
Reason for Leaving: _____ _____ _____		

Community Service:

Please list any court required community service that you have performed. Include the name of the person you reported to and a phone number to reach that person. Please list the number of hours you were required to complete as well as the number of hours completed.

Name and Location of Organization	Name/Phone of Person Reporting To	Type of Work	Hours Required	Hours Completed

I hereby request that the information contained in and submitted relative to this addendum be included as part of my community association manager license application.

Applicant Signature: _____ **Date:** _____